

Scan to a Folder on a Ricoh Copier

Definitions:

Hard Buttons -The hard plastic buttons that are on the face of the copier.

Soft Buttons -Buttons that are on the screen of the copier.

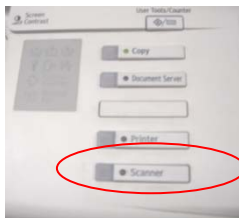
Project Button – When pressed will return to the home screen.

Logout Button- Will log you off after faxing with confirmation.

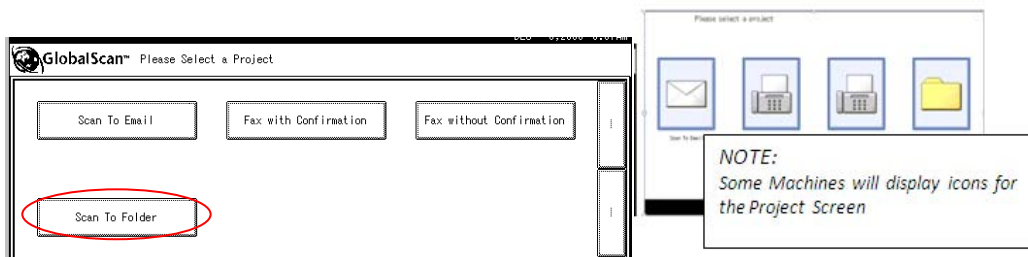
Scan to Folder

(Please note some models may have an intermediary screen after pressing the scanner hard button. Please select GLOBAL SCAN on that screen if it appears. The Scanner **soft** button will no longer work.)

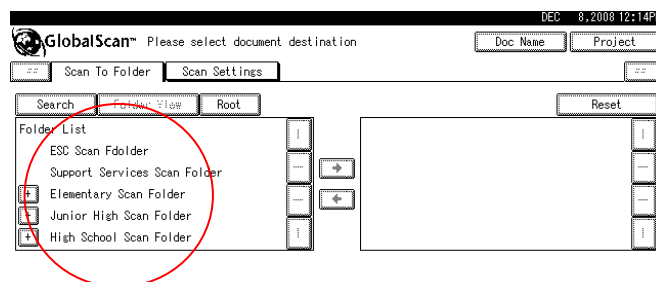
1. Load document into the document feeder.
2. Select the [**Scanner**] hard button. If the Scanner / Global Scanner page shows, select GLOBAL Scan



3. On the Project Screen select [**Scan to Folder**].

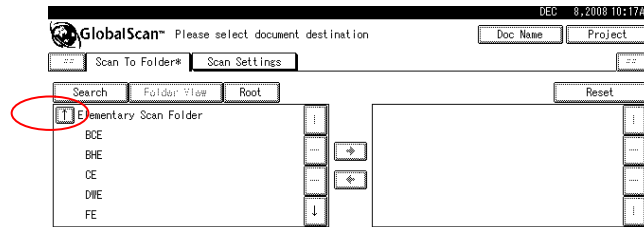


4. The main district folder list will appear on the left side of the screen.

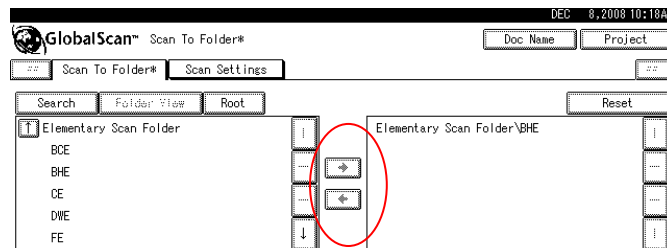


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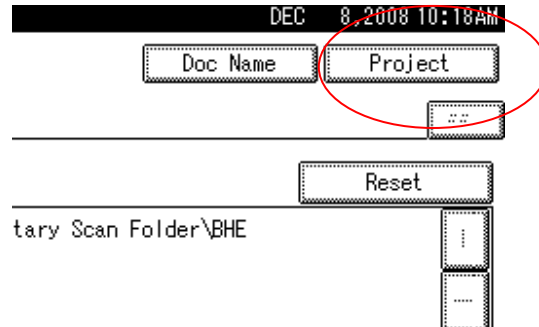
5. Select the folder to where the document will be scanned.
(To expand the lists under a specific folder press the [+]).



6. Press the [→] to place the location on the right side of the screen.



7. Press the [Green] start button on machine.
8. Press the [Project] soft button to go back to the main screen.



(If a mistake is made when selecting the folder, press the [Root Tab] to return to the folder list.)

